## DOOR COUNTY COURTHOUSE

## Tuesday, October 18, 2005

## ADMINISTRATIVE COMMITTEE

County Board Conf. Rm. (A324)

Oversight Committee for Child Support, Corporation Counsel, County Administrator, County Clerk, Human Resources, and Veteran's Service Office

## \*AMENDED AGENDA

- I. Call Meeting to Order at 8:30 a.m. \*
- II. Adopt Agenda
- III. Approve Minutes: 09/21/05 joint meeting w/Finance and 9/21/05 Regular meeting
- IV. Communications
- V. Public Comment
- VI. New Business
  - A. Administrator
    - 1. Insurance Issues
    - 2. Travel/Training: WCEA/County Exec & Administrators Mtg, Nov 9-10, Madison Jude Genereaux
    - 3. FY
  - B. Child Support
    - Leave of Absence Jennifer McGrath
    - 2. Litigation/Other Matters Update
  - C. Corporation Counsel
    - 1. Assistant Corporation Counsel Position
    - 2. Training: Gov't Law Office Operation/WI Public Records/Mtgs. Law Update, 10/25/05, Green Bay G. Thomas
    - 3. Litigation/Other Matters Update
  - D. <u>Human Resources</u>
    - 1. Letter of Resignation / Request to refill position:
      - a. Nathan Siefert, Sheriff's Department September 29, 2005
    - 2. Completion of Probationary Period
      - a. Thad Ash, Patrol Superintendent Highway Dept., October 11, 2005
    - 3. Leave of Absence Notification Laura Schiek, Social Services Dept.
    - 4. Leave of Absence Notification Sandy Worley, Social Services Dept.
    - 5. Leave of Absence Notification Kim Valley, Clerk of Circuit Court
    - 6. Review and take action to create Personnel Policy and Procedure 390 Wireless Device Policy
    - 7. Review Reclass Procedures
    - 8. Review Annual Salary Family Court Commissioner
    - 9. Review Non-Bargaining Employees Salary Plan adjustment for 2006
    - 10. \* Review Salaries of Elected Officials
    - 11. Request to Extend Leave of Absence Mark LeMieux
    - 12. Employee Development & Training: Heidi Ullman- Wisc. Logos Group Meeting, Waupaca, WI, Nov. 1, 2005.
    - 13. \* Consideration of Refilling Clerk Typist I Vacancy in District Attorney's Office 10:00 a.m.
    - 14. Review and take action on Section 125/Cafeteria Plan Requests for Proposals. Presented by Rae Anne Beaudry, Health Care Systems Consultants **10:30 a.m.**
    - 15. Personnel Transactions
  - E. County Clerk
  - F. Veteran's Service Office
  - G. County Board
    - 1. County Board Per Diem
- VII. Adjourn into Executive Session for: 1. The purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations per S.S. 19.85 (1)(f) a. Appeal of Claim Denial Health Insurance Plan
  - 2. The purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility per S.S. 19.85 (1)(c) (1) Annual Performance Evaluation for Rod Dequaine, Child Support Director/Attorney
- VIII. Reconvene Into Open Session
  - IX. Recommendation / Decision Regarding Closed Session Matter(s)
  - X. Next Meeting Date
- XI. Vouchers, Claims and Bills
- XII. Adjourn